



City of Tukwila

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Tukwila, Washington 98188
Phone: 206-431-3670 Web site:
<http://www.TukwilaWA.gov>

Permit Submittal Requirements for Temporary (180-days) Tents over 400 square feet

Tents can be dangerous if they catch fire or collapse. For this reason, larger tents are regulated by the Fire and Building Codes. Heaters can also pose risks, whether the heat is provided by propane/Liquefied Petroleum Gas (LPG), diesel, or electricity. This document presents a summary of code requirements as well as the permitting requirements during the COVID pandemic.

BUILDING DIVISION ELECTRONIC PLAN SUBMITTAL CHECKLIST

STRUCTURES CANNOT BE OCCUPIED UNTIL IT IS INSPECTED FOR COMPLIANCE WITH THESE PERMIT CONDITIONS

I. HOW TO APPLY FOR A TENT PERMIT

City of Tukwila

Home

Search for Construction Permit

Apply for Construction Permit

Application Type

* = Required

* Application Type: MISCELLANEOUS ✓

* Subtype: COVID - TEMPORARY TENT AND MEM ✓

Continue

Step #1 Go to <https://tukw-egov.aspgov.com/BP/index.html> create an account and enter site

Step #2 Follow the prompts and complete a building application:

- Select Application Type: MISCELLANEOUS.
- Select Subtype: COVID – TEMPORARY TENT AND MEMBRANE

Step #3 Carefully review the items below and submit them to the Permit Center

Step #4 Pay the \$50.00 fee

Step #5 Once your fee is paid and the plan review is approved by all departments (Fire, Public Works, and Building) and the permit will be issued

Step #6 After the tent has been setup / installed per the items below, call 206-575-4407 to schedule an inspection for your Fire Tent Final and login to the online portal to schedule an inspection for Building Final.

Step #7 After you have received inspection approvals by the Building and Fire Departments the tent may be occupied

IMPORTANT

- Once you apply you will receive a permit number, email permits@tukwilawa.gov with your permit number as the subject, or call 206-431-3670 so the permit application can be expedited.
- Due to Covid and pending a Department of Health or Governor Jay Inslee update press release, this permit may be revoked and or reissuance after 180 days may be denied.
- This is not an all-encompassing list of requirements but is intended to be a helpful reference. Please be advised that the items below are required to verify compliance with the adopted building codes.
- These submittal documents listed below constitute the minimum documents to be deemed a **“Complete Plan Submittal.”** Electronic plans that do not meet the requirements below will result in the application being deemed **“Incomplete”** and will not be reviewed until deemed complete. In order to expedite your permit review time it is imperative to submit **“Complete Plan Submittal”** documents for review.

II. GENERAL REQUIREMENTS

1. The property owner shall submit the application for the tent permit. Or the owners authorized agent may submit the application, provided the owner provides a letter stating that they have reviewed the application requirements for the tent permit and that the required submittal documents are complete.
2. If you have any questions regarding the permit application process or submittal requirements contact the Permit Center at 206-431-3670
3. If you have any questions regarding the Fire Code contact the Fire Department at FireMarshal@TukwilaWa.gov
4. If you have any questions regarding specific Building Codes contact the Building Department at 206-431-3675
5. The fee for a tent permit is \$50.00. This fee covers all fees for mechanical, electrical, and plumbing, plan reviews, inspections, and permit requirements of the Building Division, Fire Department, and Public Works Department (see PW below).
6. All submittal documents to be submitted electronically in PDF format
7. The property owner shall provide a letter on company letter head stating that they understand that the use is temporary for 180 days and when the temporary tent structure will be removed. The letter should reflect that the owner understands that they have to re-apply after 180 days if they intend to leave it up longer than the 180 days. **Temporary Use** is defined as a period of less than 180 days

III. REQUIRED SUBMITTAL DOCUMENTS

1. Completed Building Permit Application
2. Include signed authorization from the property owner, allowing the tent to be setup at the proposed location. Include their contact info
3. Include Structural Engineering Calculations for the tent. Plans that are stamped and signed (electronically) by a State of Washington licensed design professional
4. Drawings shall be at a legible scale and clearly depict all work being done
5. Include a Site Plan Document that shows the following (scale 1" = 30'):
 - a. Property lines
 - b. Location of adjacent structures or buildings in relation to the tent
 - c. Location of adjacent vehicle parking, generators, and heating equipment
 - d. Location of Fire Access lanes and traffic route
 - e. Location of the tent (including guide wires) to other tents
6. Plans are to reflect all accessibility [ADA] requirements (parking, doors, signage, ramps, et cetera)
7. Floor plan (min scale 1/4" = 1") is required to clearly depicting the following:
 - a. Layout of all tables and chairs (all furniture, bars, et cetera)
 - b. **Means of egress plan:** Complete exiting plan showing occupant loads in all rooms and spaces, exit illumination, emergency backup lighting, exit path, exit widths, type and location of exit signs, direction of all exiting, exit access, exit discharge, location of occupant load signs, occupancy classification, door sizes and types including door hardware
 - c. Emergency backup exit illumination
 - d. Directional exit signs
 - e. Illuminated exit signs
 - f. Indicate all doors to be minimum 3'-0" in width (32" clear)
 - g. Exit doors shall swing in the direction of travel when the occupant load is over 50
 - h. Indicate size, type and location of heating and cooling units
 - i. Building area (square footage) and building height
8. Separate plans and details are required for the following:
 - a. Electrical generators. Indicate size and location of fuel storage, generator installation manual, seismic anchorage, et cetera
 - b. Mechanical. Show size type and location of all heating (see Fire Department comments below) and cooling units
 - c. Electrical. Indicate size and location of electrical panels, lighting, backup exit lighting and signs, receptacles, et cetera
 - d. Gas piping or plumbing. Show location type and size of all fixtures and piping

FIRE DEPARTMENT PERMIT REQUIREMENTS FOR TENT AND TENT STRUCTURES

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IV. PERMIT REQUIREMENTS

1. All materials shall be of flame-resistant material or shall be made fire resistant in an approved manner. Tent structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material.
2. Fire access road shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet, 6 inches.
3. Tents or tent structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies and other tent structures, parked vehicles or internal combustion engines
4. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary tent structure or tent.

EXCEPTIONS:

- a. Separation distance between tent structures and tents not used for cooking is not required when the aggregate floor area does not exceed 15,000 square feet.
- b. Tents need not be separated from buildings when all the following conditions are met (if this exception is used, note the

following on the permit form):

- i. The aggregate floor area of tent structure or tent shall not exceed 10,000 square feet.
 - ii. The aggregate floor area of the building and tent structure or tent shall not exceed the allowable floor area, including increases, as indicated in the International Building Code.
 - iii. Required means of egress provisions are provided for both the building and tent structure or tent, including travel distances.
5. Fire apparatus is maintained.
 6. Tents or tent structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent collapse.
 7. Exits shall be spaced at approximately equal intervals around structure and no point in structure more than 100 feet from exit
 8. Exit openings from tents shall remain open unless covered by a flame-resistant curtain.
 9. Means of egress shall be illuminated with a light having an intensity of not less than 1 foot-candle at floor level while the structure is occupied.
 10. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.
 11. Aisles shall be 44" minimum width.
 12. The required width of exits, aisles, and passageways shall be maintained at all times to a public way.
 13. The minimum number of exits and dimensions must comply with Table 3103.12.2 below:

Table 3103.12.2. provides the minimum number of required means of egress and width of the egress from temporary membrane structures and tents:

Occupant Load	Minimum Number of Means of Egress	Minimum Width of Each Egress (Inches)	
		Tent	Membrane Structure
10 – 199	2	72	36
200 – 499	3	72	72
500 – 999	4	96	72
1,000 – 1,999	5	120	96
2,000 – 2,999	6	120	96
Over 3,000	7	120	96

14. Exit signs shall be installed at required exit doorways and as necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.
15. Exits shall be clearly marked.
16. The exit sign shall be an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner:
 - a. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or fewer or
 - b. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with the ICC Electrical Code.
17. Smoking is not allowed in any tent or tent structure or adjacent area.
18. "No Smoking" signs will be conspicuously posted.
19. No open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall be permitted inside or located within 20 feet of the tent or tent structure while open to the public unless approved by the fire code official.
20. Minimum 2A-10BC shall be provided with proper current service tag.
 - a. One Extinguisher required for 400-1,500 square feet.
 - b. Two Extinguishers required for 1,501-3,000 square feet.

V. OUTDOOR HEATING REQUIREMENTS

21. Gas and propane heaters are prohibited inside tents. "Mushroom" heaters are allowed 10 feet away from tents but "Salamander" style heaters which blow air in under a tent from the outside are permitted and are usually available from tent rental companies. The fuel tank must be a minimum 10 feet away from the tent and exits and you must have 3A 40BC fire extinguishers.
22. **Fuel and Propane Tanks are Not Allowed Inside Tents.**
23. **Electric Heaters** are allowed with the following precautions. Used per the manufacturer's directions. Electrical cords must be protected from wear and damage or from being a trip hazard. If you are using an extension cord with your heater, due to the amount of power the heater uses, you must ensure that the cord is a minimum of 12 gauge (or greater if recommended by the manufacturer). Extension cords should not be connected into each other and should never pass-through holes in walls. Any significant electrical outlet must remain covered. This applies to junction boxes, circuit breaker panels, and any type of outlet box.

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PUBLIC WORKS PERMIT REQUIREMENTS FOR TENT STRUCTURES

VI. PUBLIC WORKS REQUIREMENTS

1. Erosion/sediment control to prevent debris entering storm drainage catch basins (inside the tent and in low spots outside).
2. Reduced Pressure Principle Assembly (RPPA) backflow required for water service.
3. Show source where water service is coming from. A Public Works Temporary Water Meter permit (see green highlight above) may be required if fire hydrant is used for water source.